

FROM: Nyoka L. Smythe, Registrar  
Indiana Law Enforcement Academy

SUBJECT: Patrol Rifle Carbine Instructor Course No. 201130  
September 12-16, 2011

Only individuals who meet the follow prerequisite will be enrolled:  
Current LETB Certified Firearms Instructor

Officers assigned to this course will report to the Academy between 0730 and 0750 hours (Indianapolis time) on Monday, September 12, 2011. Class will begin promptly at 0800 hours. Academy lodging will not be provided the night prior to the opening day of the course. Please advise your officers not to enter the Academy before 0730 hours.

It is imperative that each officer enrolled be provided with the following material. The officer should read it thoroughly before reporting for training. The officer will be required to follow the Academy dress code as outlined in the following Information Bulletin.

The Fee for this course is:

\$600 each resident and \$475 each commuter (Indiana residents)  
\$720 each resident and \$570 each commuter (out-of-state residents)

If your officer cannot attend this class he must be cancelled within five (5) working days prior to the start of the class or the department will be responsible for payment in full.

**PLEASE NOTE: due to the mandatory cut backs for the ILEA, evening meals will not be served here at the Academy. There are several restaurants in the area and you will be on your own for this meal.**

**Recommended equipment includes knee and elbow pads, hearing protection, eye protection and Quality Cleaning Equipment.**

Payment of course fees (books, deposits) may be made at the time of reporting. We cannot accept payment prior to the reporting date. If payment (check/cash) cannot be made at the time the student reports, please send a copy of a Purchase Order or a signed Accounts Payable Voucher, a Claim Voucher if your town/city/county still requires one, or a signed statement of commitment to pay, indicating what procedure should be followed when invoicing and to whom the invoice should be directed.

Participants will be issued pens, pencils and writing paper by the Academy. Additional supplies and Academy memorabilia are available for purchase through our Quartermaster Section. Officers should present cash in \$1.00, \$5.00, and \$10.00 denominations.

If, for any reason, an individual is unable to report to the Academy as scheduled, please notify the Academy Registrar at (317) 837-3250.

NLS:ms

Attachments

## **CLASS REQUIREMENTS**

### **Student equipment and ammo requirements:**

Semi-automatic magazine fed carbine – AR15 or M16 platform only

At least 4 magazines

1000 rounds of carbine ammunition – supplied by Academy

Duty belt and duty weapon (sidearm), three magazines, handcuffs and case

At least 50 rounds of pistol ammunition – supplied by Academy

Range clothing appropriate for any type weather

Hat or cap with brim or bill

Knee and elbow pads recommended

Eye and hearing protection is mandatory

Flashlight, if one is not mounted on weapon

High top tactical boots are recommended

Gun cleaning kit:

1. One piece .22 caliber cleaning rod-preferably a Dewey Service Rifle Rod.
2. Bore Solvent-Hoppes #9 or Shooter's Choice
3. Nylon bore brush with bronze core
4. Brass brush with bronze core
5. Quality flannel patches

Pen and note pad for classroom

## **RECOMMENDED CLEANING SUPPLIES**

Students attending the Patrol Carbine Instructor's Course often fail to attend with proper cleaning supplies which causes unnecessary delays due to students having to borrow cleaning supplies from other students, etc. This list is intended to provide some guidance into the recommended supplies for the class.

Item Number	Description
22CF30	Dewey Cleaning Rod Service 22 Caliber
CP-10118	1-1/8" Square Cleaning Patches (1000)
BBN-22	Nylon Bore Brush, 22 Cal for Dewey Rod
BB-22	Bore Brush for Dewey Rod
22PH	Dewey Jag – Wrap Around Parker Hale Type
14-900	AR15 Cleaning Link – No Pinch
R013	RIG Gun Grease – Another good grease Otherwise Lubriplate <a href="mailto:130A@Brownells">130A@Brownells</a>
SC16	Shooter's Choice 16 oz. Bore cleaner
15-576	Book Competitive AR15 (good resource material)
14-150	Sinclair AR15 Vise Block
RGAR15	Sinclair Rod Guide for AR15
RG22	Solvent Port for AR15 Rod Guide

High Quality Gun Oil (RemOil, CLP, etc.)

This equipment is necessary to the proper maintenance and care of the AR weapons systems and highly recommended. DO NOT purchase cheap three piece aluminum cleaning rods which will carry grit and foreign material into the bore. More carbines are ruined from improper cleaning techniques than shooting.

INDIANA LAW ENFORCEMENT ACADEMY  
Information Bulletin for Inservice Students

Parking: All resident students are to park in the student parking lot located on the North Side of the main building of the Academy complex. Commuter students may park in either the North or South parking lots, but not in front (East) of the building. Leave your luggage, clothing and personal articles in your car until you have completed registration.

Registration: Enter the main building through the front door sign at the reception desk and then go to the Quartermaster window to complete your registration.

Tuition: If your course or seminar is of a tuition nature please bring cash, certified check, money order, claim voucher or personal check. Presentation of one of these methods of payment will be required when you register at Quartermaster.

Academy Security: An identification badge will be issued to you and it is to be visibly displayed at all times. (This information bulletin will serve as access authority for newly arriving students until an ID badge is issued.) You will also need to state your ID number to the monitor each time you eat in the cafeteria.

All buildings within the Academy complex are areas of controlled access. Entrance doors into the main building will be kept locked at all times except as follows: Main entrance doors will be open and monitored Monday through Friday 0700 - 1900 hours. Entry is to be through the main entrance only. In-service students may exit through either the North or South doors (adjacent to student parking lots) at the end of the training day.

In-service students have no curfew, however, after 1900 hours the ID badge must be shown to the Staff Duty Officer to gain entrance.

Any attempt to breach security by propping open doors, admitting someone to the Academy through a locked door, etc., may result in immediate dismissal from the Academy.

Dress Code: The Executive Director, through his staff, will refuse classroom/field exercise participation to any person whose dress or cleanliness reflects unfavorably upon that person's employing department, the Law Enforcement Training Board, or the staff of the Indiana Law Enforcement Academy.

Clothing worn must be clean, in good repair, and appropriate for the type of training being presented or received. Shorts, cut-offs, shirts without collars (T-shirts), and sandals are inappropriate during the normal classroom day and in the cafeteria. To avoid embarrassment we ask that you use good judgment in what you wear while at the Academy.

Firearms: No firearm of any type is to be taken into student living quarters. All students in residence will be issued a key to a gun locker for securing firearms. The gun lockers are located in the hallway just south of Quartermaster. Commuter and one-day seminar students are permitted to wear their firearm in classrooms, cafeteria and all common areas. Leaving weapons in vehicles is not recommended. (The maximum security Indiana Reception and Diagnostic Center for convicted felons, Boys' School, and Plainfield Correctional Facility are adjacent to this Academy.)

Dormitory Rooms: Students in residence are expected to maintain their assigned room in a clean and orderly condition. Dormitory rooms are subject to inspection at any time for purposes of safety, sanitation and rule violations. You may want to bring an alarm clock to assist you in arriving on time for classes and formations.

Smoking and Smokeless Tobacco: Smoking or chewing tobacco or dipping snuff is not permitted in any building on the Academy complex. Students may smoke in designated outdoor areas, but chewing and spitting are not permitted on Academy property.

Meals: (Tuition Courses) Meals served during the period of your course are included in the fee paid. You are asked to notify your course OIC if you are not going to eat so food will not be wasted. **PLEASE NOTE: due to the mandatory cut backs for the ILEA, evening meals will not be served here at the Academy. There are several restaurants in the area and you will be on your own for this meal.**

Additional: No alcoholic beverages are permitted on Academy property except those which are used in approved, scheduled classes. Intoxication on Academy property is grounds for dismissal from training.

Gambling of any kind is forbidden.

Sexual harassment and lewd or lascivious conduct will not be tolerated.

Profane language in common areas where it may be overheard by children and visitors will be deemed conduct unbecoming an officer.

While officers are driving to and from the Indiana Law Enforcement Academy, they should remember to lead by example and drive responsibly. This assists the ILEA and all of law enforcement in establishing a good rapport with the families in our community.

In-service students are asked to set a positive and professional example for student officers attending basic classes.

NOTE: For complete information on Academy rules and regulations, refer to the Student Handbook on your dormitory desk. If you are a commuter student, copies of the handbook are on file in the Learning Resources Center and at the Quartermaster window.

Indiana Law Enforcement Academy  
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